

# EHS Learning Management System (LMS)

## Guide to Live Course Training Enrollment

To register for a workshop, you must enroll in a Course **and** a Session.

In the LMS, Courses consist of Lessons and Lessons will have at least one Session. You must first sign-up for a Course before you can sign-up for a Session.

There are two methods of viewing training, and both are addressed in this guide. The methods are by viewing the Courses in the Course Catalog or by viewing the Sessions on the Live Event Calendar. Please see the steps listed below for the method you choose.

### Viewing and Registering for Courses in the Live Event Calendar:

1. Open the Live Event Calendar.

The screenshot displays the LMS interface. At the top, a navigation bar includes 'HOME', 'COURSE CATALOG', 'MY COURSES & INFORMATION', 'REPORTS', and 'ADMIN'. The main heading is 'Course Catalog'. A search box is present with the text 'Search Catalog:' and buttons for 'Search' and 'Clear'. Below the search box, a list of categories is shown: '1. Environmental Health & Safety', '2. Human Resources', '3. Personal Development', '4. Professional Development', and '5. Associated Students'. A 'Live Event Calendar' button is located below this list, with a red arrow pointing to it. On the right side, there are two tabs: 'CATALOGS (5)' (active) and 'COURSES (0)'. Below the tabs, there are four course listings: '1. Environmental Health & Safety' (Health & Safety and other related topics including Defe Training), '2. Human Resources' (Includes general courses, as well as the Organizational Professional Development Certification Program and Le for MPP), '3. Personal Development' (Personal Development), and '4. Professional Development'.

- The Calendar view is of Sessions, not of Courses. Select the Session of the Course you are interested in attending.

<a href="#">Back to Current Month</a>		<a href="#">&lt; September 2008</a>	
Tue	Wed	Thu	Fri
	<b>1</b> Classroom Session: <a href="#">APO - Workload Workshop</a>  Classroom Session: Emergency Preparedness and Management Plan  Classroom Session: HRLR - CSU Labor Relations 101	<b>2</b> Classroom Session: <a href="#">APO - Workload Workshop</a>  Classroom Session: Emergency Preparedness and Management Plan  Classroom Session: Seven Revolutions: Scanning the World Out to 2025	<b>3</b> Classroom Session: <a href="#">APO - Workload Workshop</a>
<b>7</b> on: <a href="#">Workshop</a>	<b>8</b> Classroom Session: <a href="#">APO - Workload Workshop</a>  Classroom Session: Defensive Driver Training	<b>9</b> Classroom Session: <a href="#">APO - Workload Workshop</a>	<b>10</b>

- When you select the Session, you will note that you cannot yet register for the Session. Click on the blue link at the bottom to be directed to the Course where you must first register.

 **APO - Workload Workshop**

 **Not Available**

Date: October 1, 2008  
 Time: 1:00 PM - 2:30 PM  
 Location: Student Services Center, Room 410  
 Approximate Length: 1 hours, 30 minutes

[Back to My Sessions](#)

**Availability**  
 Seats: 20 (18 available)  
 Waiting List: 0 user(s) currently on the waiting list.

**Instructor**  
 Kathy Favor (kfavor@csuchico.edu)  
 Ext. 4688

**Extra Information**  
 You must register for this Course before you can choose this session.

**Courses**  
 The following course(s) include this session. To attend this session, you should enroll in one of these courses. Note that you may already be enrolled in one of these courses.

- [APO - Workload Workshop](#)

4. When you are at the Course view, you will be able to enroll in the Course.

**APO - Workload Workshop**  
Course Catalog

Approximate Length: 1 hour and 30 minutes

**Enroll**

**Course Description**  
This course is a general overview of the workload report process, how to read the workload report, paperwork associated with the report and timelines.

The first hour will be presentation; the last 30 minutes will be Q & A. This is not a hands-on-the-computer course at this time, but bring your workload report and questions and we'll find the answers!

**Expert/Contact**  
Kathy Favor (kfavor@cschico.edu)  
Ext. 4688

**Lessons**

- APO - Workload Workshop

In the Course view you can enroll in the course.

5. When you enroll it will prompt you to select a specific Session.

**APO - Workload Workshop**  
Back to Course Catalog

**ENROLLMENT SUCCESSFUL**

You have been enrolled in the course APO - Workload Workshop.

This course contains live lessons. To complete the enrollment process, for each live lesson listed below, please select one meeting time that you would like to attend. You may change these selections later depending on the restrictions of the sessions listed.

Lesson	Date	Location	Status	Details	Select
APO - Workload Workshop	Oct 1, 2008 - 1:00 PM	Student Services Center, Room 410	Open		<input type="radio"/>
	Oct 2, 2008 - 10:00 AM	Student Services Center, Room 410	Open		<input type="radio"/>
	Oct 3, 2008 - 2:00 PM	Student Services Center, Room 410	Open		<input type="radio"/>
	Oct 7, 2008 - 10:00 AM	Student Services Center, Room 410	Open		<input type="radio"/>
	Oct 8, 2008 - 2:00 PM	Student Services Center, Room 410	Open		<input type="radio"/>
	Oct 9, 2008 - 10:00 AM	Student Services Center, Room 410	Open		<input type="radio"/>

Submit

After you enroll in the course you will see the list of sessions available for this course.

Once you have selected a Session you are done, unless you choose to change Sessions later.

# Viewing and Registering for Courses in the Course Catalogs:

1. Select the Course Catalog tab in the black menu bar.

The screenshot shows the 'Course Catalog' web application. At the top is a black navigation bar with the following tabs: HOME, COURSE CATALOG (highlighted), MY COURSES & INFORMATION, REPORTS, ADMINISTRATOR MENU, and REPORTING GROUPS. Below the navigation bar, the page title is 'Course Catalog'. On the left side, there is a search box labeled 'Search Catalog:' with a 'Search' button and a 'Clear' button. Below the search box is a list of five categories: 1. Environmental Health & Safety, 2. Human Resources, 3. Personal Development, 4. Professional Development, and 5. Associated Students. A 'Live Event Calendar' button is located below the list. A text box on the left states: 'You can select either area to view sub-catalogs or courses.' Two red arrows originate from this text box: one points to the 'View Catalog' button for '3. Personal Development' and the other points to the 'View Catalog' button for '4. Professional Development'. The main content area on the right features two tabs: 'CATALOGS (5)' (highlighted) and 'COURSES (0)'. Below these tabs are five catalog entries, each with a book icon, a title, a description, and a 'View Catalog' button with a hand cursor icon. The entries are: 1. Environmental Health & Safety (Health & Safety and other related topics including Defensive Driver Training), 2. Human Resources (Includes general courses, as well as the Organizational Training & Professional Development Certification Program and Leadership Institute for MPP), 3. Personal Development (Personal Development), 4. Professional Development (Courses are offered by numerous Departments, Units, and Entities for faculty and staff to enable them to better perform their duties.), and 5. Associated Students (Catalog for Associated Students).

2. Next, select the Catalog that you are interested in viewing.

**Course Catalog**

Search Catalog:  
Course Catalog  
Search Clear

- 1. Environmental Health & Safety
- 2. Organizational Training & Professional Development Certification Program
- 3. Personal Development
- 4. Professional Development
  - Academic Publications, Facilities and Database Services
  - CSU, Research Foundation
  - Emergency Preparedness
  - Financial Services
  - Human Resources
  - Information Security
  - Staff Development Committee Sponsored Events/Workshops
  - Systemwide Professional Development
  - Campus Calendar
  - Seven Revolutions: Scanning the World Out to 2025

### 4. Professional Development

Courses are offered by numerous Departments, Units, and Entities for faculty and staff to enable them to better perform their duties.

Back to parent catalog

CATALOGS (8) COURSES (2) **Sub-courses tab.**

- Academic Publications, Facilities and Database Services**  
Catalog description not available. View Catalog
- CSU, Research Foundation**  
Catalog description not available. View Catalog
- Emergency Preparedness**  
The University offers courses to enable employees to function better in emergency situations, as well as offering courses to enable employees to better protect themselves. View Catalog
- Financial Services**  
Catalog description not available. View Catalog

**Sub-Catalogs.**

3. When you have opened the Catalog or Course you are interested in, click on the Course to open and enroll in the Course by selecting the "Go" button.

Search Catalog:  
Search Clear

- 1. Environmental Health & Safety
- 2. Organizational Training & Professional Development Certification Program
- 3. Personal Development
- 4. Professional Development
  - Academic Publications, Facilities and Database Services
  - APO - Workload Workshop

### Academic Publications, Facilities and Database Services

Back to parent catalog

CATALOGS (0) COURSES (1)

**APO - Workload Workshop**

This course is a general overview of the workload report process, how to read the workload report, paperwork associated with the report and timelines. The first hour will be presentation; the ...

To register, click the "Go" button to open the Course.

Launch View Course Details

- Select the "Enroll" button of the Course that you are interested in registering for.

**APO - Workload Workshop**  
Course Catalog

Approximate Length: 1 hour and 30 minutes

**Enroll**

**Course Description**  
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**Expert/Contact**  
Kathy Favor (kfavor@cschico.edu)  
Ext. 4688

**Lessons**

- APO - Workload Workshop

In the Course view you can enroll in the course.

- When you enroll in the Course it will prompt you to enroll in a specific Session.

**APO - Workload Workshop**  
Back to Course Catalog

**ENROLLMENT SUCCESSFUL**

You have been enrolled in the course APO - Workload Workshop.

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